



## **CIVIL ENGINEERING LABORATORY REGULATIONS**

### **General Provisions**

This regulation is part of the procedures and security measures to safeguard the academic, administrative, students and visitors, as well as the facilities security; All academic and administrative members of the School of Engineering as well as any duly authorized and identified user must follow them.

Any person who enters the laboratory facilities must comply with the special requirements and indications in relation to schedule, discipline, hygiene, clothing (mandatory use of gown, closed shoes or boots), as well as the safety equipment to wear (special gloves, safety goggles, mask). for each laboratory session or workshops

Any situation not considered in these regulations will be resolved by the program coordinator or the school authorities.

### **Functioning**

The start and ending scheduled times of the activities programmed in the laboratory must be respected; The laboratory practices must be carried out under the supervision of the teacher or laboratory instructor in turn, and unauthorized or non-authorized persons entering or staying in the work group will not be allowed.

The areas defined for each activity and equipment must be respected, as well as the corresponding signs and instructions. The work area must be kept in order, free from objects that may hinder practices, free movement or that may cause accidents. Users should know the specific location of security elements, such as fire extinguishers and emergency exits; If an accidents happens during a lab session, it must be reported immediately to the laboratory personnel in charge.

Laboratory Equipment and materials should only be used on the premises; Equipment and material should be allowed to be taken out of the premises previous justification and authorization.

Students or users who require the use of facilities, equipment or materials outside the assigned hours must submit the corresponding loan application well in advance.

**Discipline**

It is the responsibility of the users the adequate and rational use of the laboratory resources, as well as the care and cleaning of the facilities, equipment and materials used during the practices, maintaining order and appropriate conduct at all times.

It is prohibited to eat, drink or smoke inside the laboratory; The use of cell phones will be restricted during the respective practices. Likewise, it is not allowed to touch, manipulate or move equipment or devices, in general, that are not part of a practice assigned or authorized by the supervisor. All furniture, including benches and work tables, must remain at the assigned places

**Sanctions**

The user or group that due to carelessness, negligence or improper use of the material, equipment and facilities causes damage or damage them, will have to collaborate in their repair, or pay the corresponding repair or replacement.

The person who does not comply with the rules of operation and discipline may be suspended and reported to the corresponding instances, who will determine the sanction.